Use this CheckList to access the web-based TARGET Application for the first time. All steps included in this CheckList must be completed before you will be able to login and select an Agency for data entry or a County for generating TARGET reports.

For additional copies of this CheckList, or assistance with this process please call the specific numbers provided, or the DASA Helpdesk at 1-888-461-8898.

1. ☐ Fax the Agency Registration Form to DASA.

Complete the TARGET Agency Registration following the instructions included on page 2 of the form. It must be signed by the Agency Director or County Coordinator, and faxed to DASA at 360-407-1044 (c/o Helpdesk). Please include your return fax number for important reply purposes.

Watch for the TARGET User Notification by return fax within 5 business days. If mistakes on your form were found, the Agency Director, or County Coordinator, will be contacted by DASA staff with instructions for correcting the errors.

2. ☐ Received the TARGET User Notification Form from DASA?

When the Target Agency Registration is approved and your TARGET account has been created, DASA staff will return fax the TARGET User Notification. It provides you with your TARGET User ID, Initial (one-time) TARGET Password, and Target Service code (bullseye).

You must have the information contained on this form to add TARGET as a service, or to login to the application later in the process. If, within 5 business days, you do not receive this fax, check at your agency for the missing fax, or call DASA staff at 360-725-3744, to verify, receipt of your Agency Registration form.

3. ☐ Visit Transact Washington's Welcome (Home) Page.

Using Internet Explorer (I.E. 5.0 Sp1, or above) go to the Transact Washington Welcome page at [http://transact.wa.gov/]. Links (along the left side of the screen) provide access to the TARGET application, as well as, applying for a Digital Certificate and setting up your personal Transact Account.

If you cannot get to the Transact Welcome page contact your Internet Service Provider (ISP), or your agency's technical support staff for assistance. This web-site is available to anyone with normal internet access at their workstation.

4. ☐ Apply for a Digital Certificate from DST.

At the Transact Washington Welcome page – click, Get Digital Certificate to apply, and pay for (approx $95) your personal (they cannot be shared, or transferred) digital certificate. Remember to apply for a High Assurance Signing Certificate and a USB Token.

You complete fields of personal information which must be true and accurate, provide a credit card number or a payment method arranged with Digital Signature Trust (DST, 1-888-248-4447), and have the Notary form and identification information notarized and mailed to DST at the address they provide.

As you step through the on-line prompts, be sure you can provide the DST Account Passphrase (and the answers to the three questions, in case you forget) established, by you, during the application. If you cannot remember this Passphrase later, when retrieving your certificates (certs), you will have to begin again and pay to have new certs re-built.

When this application has been completed you will receive email confirmations via your e-mail address. Be sure to use an e-mail address you are regularly accessing and watch for messages from them. Next, you will receive a DST "Welcome Kit" (in a 6x9 envelop) at your home address, containing your token and software CD.

If you do not get confirmation messages, or receive the Welcome Kit within 7 – 10 business days, call DST's Helpdesk at 1-888-248-4447, to request information about your application.

5. ☐ Received the Welcome Kit from DST?

Once you have received your DST Welcome Kit, containing token, cable, Datakey Software Install CD, installation instruction sheets and cover page, you are ready to load the software and drivers necessary for certificate authentication at your workstation.

6. ☐ **Install Datakey CIP and Configure the Token.**

Installing software usually requires administrative privileges. If you have problems with this step please check with your technical support staff for help.

Begin by following DST's installation instructions for installing the Datakey software, test and run it. Configure the settings which establish the Token Passphrase and customize the device for use. Be sure to remember the Token Passphrase you setup, if you forget it the token will be useless. A tip is to make it the same as your DST Account Passphrase (established in step 4). If you make them match there will only be one to remember!

Once Datakey is working and the token configured, you are ready to retrieve the digital certificates which will be downloaded to your token.

Please note: Tokens are to be plugged into the workstation only when using the TARGET application and unplugged when you are finished. Tokens are the property of the registered individual and cannot be exchanged or shared. Each TARGET user will need their own token and certificates. They are not to be left plugged in all the time.

7. ☐ **Retrieve your Digital Certificates.**

The cover page (with your name on it) enclosed in your Welcome Kit from DST includes your activation code and the internet address (URL) to DST's Retrieve Digital Certificate web-site – [www.trustDST.com/retrieve-cert.html]. Open Internet Explorer and visit the site.

From their Welcome page you will navigate through a few pages of Compatibility Checks before the Login screen is displayed. Carefully enter the activation code, from the cover page, followed by your DST Account Passphrase (as identified in step 4.). When you are successful, you will reach the Start Installation link. If you cannot get passed the Login screen, please call the DST Helpdesk at 1-888-248-4447, for assistance with retrieving your certificates.

Precede through the Cert Retrieval screens; there are quite a few, by following the prompts and accepting the several security warnings presented. Successful retrieval (certificate download) is indicated after you are prompted to Verify twice and are presented with the Congratulations! message. Click the Finish link and the browser will close.

Any problems with Cert Retrieval? Call DST's Helpdesk 1-888-248-4447.

8. ☐ Are your Digital Certificates on your Token?

Again, following the Instructions, in your DST Welcome Kit; start the DataKey, CIP Utilities program and confirm that your digital certificate(s) are present. They appear under Slot 10, on the left hand side of this split-screen window, and have gold keys associated with them. Need help? DST Helpdesk at 1-888-248-4447.

Once the certs have been verified, close the program and go to Transact Washington.

9. ☐ Register your Digital Certificates at Transact Washington

At the Transact Washington Welcome page – Click, Register My Certificate to associate your new digital certificate with your new Transact account.

At the Register Certificate screen you will be prompted for: the Certificate Authority (it defaults to DST), E-mail address (use the same as when you applied), and Assurance Level (choose High) - Click, Continue. At the next screen locate your Name and in the Action column (at the far right) - Click, register this cert. You will receive a message that your Certificate has been successfully registered and the Choose a Digital Certificate window will be displayed. Close Internet Explorer for these registration settings to take effect.

If you encounter problems within the Transact Washington web-pages; registering your certs, or accessing your My Transact Account page, please call the Transact Washington Helpdesk at 1-877-264-8546.

10. ☐ Can you Get to your My Transact Account Page?

Return to the Transact Washington Welcome page – Click, MyTransact Account to display the Choose a Digital Certificate (Client Authentication) window and accept your new certificate.

With your certificate highlighted - Click, OK. Within a few seconds you will be prompted for your Token Passphrase. Enter your passphrase (as described in Step 6) and Click, OK. Your My Transact Account web-page will be displayed.

Your name will appear on the page along with the message, "You are currently not registered for any services". Click the Add a Service link to add the TARGET Application to your Account page and proceed to Step 11.

11. ☐ Adding the TARGET Service to your My Transact Page.

At the Transact, Add a Service page ignore the Service List and enter the Service Code (bullseye), found on the TARGET User Notification form which was faxed by DASA to the agency – as described in Step 2.

A screen will be displayed prompting you for your Name, Agency number, County information, and TARGET User Id. These fields must match the information provided on the User Notification form, otherwise the Service Add will be rejected and you will need to repeat the process.

Please do not substitute your Initial TARGET Password for your User Id or you will be rejected.

Click, [Submit] to submit your eform, close your browser, and allow 2 business days for activation. Your TARGET service will be active when the link in your My Transact Account, DSHSDASA – TARGET2000 is functional and the message reads, Services for which you currently have access.

If, after 2 business days, your link is still not functional, and the message still reads Services for which you have applied – please call the TARGET Helpdesk at 1-888-461-8898 for a review of your Add a Service problem.

12. ☐ Login to TARGET for the First Time.

Once the DSHSDASA – TARGET2000 link on your My Transact Account web-page is functional, click on it and you will be taken to the Welcome to TARGET – Please Login screen.

Referring, once again, to your User Notification form locate your TARGET User Id and enter it in the User Id field. Next, locate your Initial TARGET Password and enter that in the Password field. This Initial (one time only) password represents a DSHS Secure password, so watch out for special characters and numbers mixed within. Click, [Enter] to enter the TARGET application.

Your User Type will determine the next display. If you do: data entry for a single agency that agency's Main page will be displayed. If the Available Agencies List is displayed, the agencies available to your account will be listed for you to select. County Coordinators see all their agencies. Once one is selected, that agency's Main page will be displayed along with a window prompting you to Change your Password.

13.   ☐   **Changing your Initial Target Password.**

TARGET account passwords expire, for all users, every 90 days and must be changed using the following process. You will see a Change Password screen displaying the Target User Id (yours) of the account you're about to change.

For client security purposes DSHS requires that your password be secure, here are the requirements: a) it must be at least eight characters in length, b) it cannot be a simple dictionary word, c) it must contain a number somewhere within the first seven characters, d) it must contain a special character (use the Shift key + any number key) somewhere, e) it cannot contain spaces.. The Initial Password, assigned to you by DASA, provides an example of a DSHS secure password.

Please note: Changing your TARGET Password, as you will do every 90 days, does not change your Token Passphrase as identified in Step 6. They are completely independent and separate!

Also, please note: If you forget your TARGET User Id and/or Password they can be recalled by DASA Staff, call 360-725-3722, for help with them.

Congratulations! You have completed all the steps necessary for accessing the DASA TARGET Application.

14.   ☐   **Logging into the TARGET Application Each Time.**

For your convenience here is an 8 step guide for getting into TARGET on a regular basis:

1. Plug in your Token (from Step 6.)
2. Visit Transact Washington's Welcome Page (from Step 3.)
3. Click on MyTransact Account (from Step 10.)
4. Click OK with your Digital Certificate highlighted (from Step 10.)
5. Enter your Token Passphrase and click OK (from Step 10.)
6. Click on the DSHSDASA – TARGET2000 link (from Step 11.)
7. Enter your TARGET User Id and Password (from Steps 12. & 13.)
8. Highlight an agency and click, Select an Agency (from Step 12.)

15. ☐ **And, Where Do I Go From Here?**

With access to the TARGET Application setup and working, "Where do I go from here?" becomes the next question. Here are a few suggestions for getting started.

If you're a Substance Abuse professional, familiar with DASA's treatment tracking forms and TARGET data elements you can get a pretty good idea of how to use the program by reviewing the pull-down menus and generating a few reports. Keep the reports simple, the date ranges small, and avoid over filtering until you determine which reports you need and what they mean.

If you're a Data Entry Operator, please realize that entering data into the program requires dedicated attention. It is not an activity which produces successful results when trying to answer frequent calls, or scheduling clients for intake. Gather and organize your Target forms, allow yourself the necessary time and complete your data entry without interruptions – or unsaved data may be lost.

During the year DASA schedules Training Seminars throughout the state. They provide an excellent overview of the TARGET system. Laptops provide hands-on experience and data entry techniques and report running tips are explained. Hardcopy handouts of the Users Instructions and Reports Manual are furnished. Visit DASA's web-site (instructions below) or call DASA staff at 360-725-3751, for training information.

For documentation, the Users Instructions and Reports Manual are the most useful. Visit DASA's web-site at [http://www1.dshs.wa.gov/dasa/]. From the Home page select What's New, then arrow down and select System Documentation, arrow down again and select Users Instructions, click the link. The most current copy of the TARGET2000 Users Instructions will be displayed (you may need to download Adobe Acrobat Reader, also there, first). Once displayed click Save, and follow the prompts to download the file to your hard drive. When the PDF file is available on your hard drive you can print it (careful it's 162 pages in length) or, better yet, view it with Acrobat Reader on screen as Help support when you need it. The process for downloading the Reports Manual, also available at the web-site, is much the same.

Also available within DASA's web-site are Links to the TARGET Forms. At the Home page select the Link to the DSHS Main Page; find Forms in the Quick Links, then Click the Electronic Forms Link. Instructions for downloading are here and the DASA TARGET Forms begin with DSHS 04-4nnn.

This concludes the Accessing CheckList!